

Application Instructions

1. Submit the “CAPCO Advanced Notification Form” with an official check for \$100 made payable to the “Office of Financial Institutions”.
2. Submit one original and one copy of the completed application, together with all supplements, exhibits, and forms. A copy of the application should be retained for your records. The application may be filed at the time of filing the Advanced Notification Form or later, but must be submitted no later than one year from the receipt of the Advance Notification Form. When submitted, the application must be accompanied by a non-refundable check as required under LAC 10:XV.307(B).
3. The application may be mailed or hand-delivered to the following addresses:

Mailing Address

Office of Financial Institutions
Post Office Box 94095
Baton Rouge, LA 70804-9095

Physical Address

Office of Financial Institutions
8660 United Plaza Blvd, 2nd Floor
Baton Rouge LA 70809

Once all necessary forms have been submitted in the manner outlined, and the application has been determined to be substantially complete, your application will be accepted for filing.